

DESKTOP PUBLISHING I

Curriculum Content Frameworks

Please note: All assessment questions will be taken from the knowledge portion of these frameworks.

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DESKTOP PUBLISHING I

Grade Levels: 10, 11, 12 Course Code: 492150	Prerequisite: Word Processing I or CBA or CA I & II
Course Description: Desktop Publishing is a one-semester course that combines the versatility of the microcomputer with page-design software, enabling students to produce materials of near photo-typed quality. The course includes page composition, layout, design, editing functions, and a variety of printing options.	

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Unit 1: Introduction to Desktop Publishing

Hours: 5

Terminology: Copyright-free material, Copyright laws, Default settings, Delete, Desktop publishing, File name, Hardware, Printers, Printing, Retrieving, Saving, Software

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS				
What the Student Should be Able to Do		What the Instruction Should Reinforce				
Knowledge		Application		Skill Group	Skill	Description
1.1	Define terminology	1.1.1	Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3] Applies/Understands technical words that pertain to subject [1.3.6]
1.2	Review document-management features	1.2.1	Create a folder and document	Foundation	Listening	Comprehends ideas and concepts related to document-management features [1.2.1]
		1.2.2	Create and save a document	Thinking	Reasoning	Applies rules and principles to a new situation [4.5.1]
		1.2.3	Retrieve a document			
		1.2.4	Print a document			
		1.2.5	Explain the term <i>default settings</i>			
1.3	Define <i>desktop publishing</i>	1.3.1	Collect desktop publishing examples	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3]
		1.3.2	Create a list of the technological advances of desktop publishing	Thinking	Writing	Analyzes data, summarizes results, and makes conclusions [1.6.2]
					Reasoning	Comprehends ideas and concepts related to desktop publishing [4.5.2] Determines which conclusions are correct when given a set of facts and a set of conclusions [4.5.3]
1.4	Describe the types of hardware and software used in desktop publishing	1.4.1	Develop a list of the hardware components needed for desktop publishing	Foundation	Reading	Comprehends written information for main ideas [1.3.7]
		1.4.2	Identify different types of printers and software used in desktop publishing	Thinking	Reasoning	Determines which conclusions are correct when given a set of facts and a set of conclusions [4.5.3]
		1.4.3	Categorize the advantages of printer and software quality, cost, features			Sees relationship between two or more ideas, objects, or situations [4.5.5]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description
1.5 Discuss copyright laws and copyright-free material in desktop publishing	1.5.1 Define and list copyright and copyright-free material	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
		Thinking	Problem Solving	Demonstrates logical reasoning in reaching a conclusion [4.4.2]
			Reasoning	Uses logic to draw conclusions from available information [4.5.6]

Unit 2: Introduction to Layout and Design

Hours: 5

Terminology: Audience, Thumbnail sketch, Time frame

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application		Skill Group	Skill	Description
2.1 Define terminology	2.1.1	Prepare a list of terms with definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
2.2 List basic design rules	2.2.1	Collect examples showing basic design rules	Foundation	Writing	Applies/Uses technical words and concepts [1.6.4]
	2.2.2	Evaluate good and bad layouts and designs	Thinking	Creative Thinking	Forms opinions [4.1.7]
	2.2.3	Collect audience-specific examples		Decision Making	Demonstrates decision-making skills [4.2.4] Evaluates information to make best decision [4.2.5]
2.3 Explain planning decisions	2.3.1	Create a thumbnail sketch	Foundation	Listening	Follows directions [1.2.6]
	2.3.2	Develop a time frame for completing a project	Thinking	Reading	Determines what information is needed [1.3.10]
				Creative Thinking	Creates new design by applying specific criteria [4.1.3]

Unit 3: Text Features

Hours: 20

Terminology: Ascender, Baseline, Bold, Bullets, Center-aligned, Character, Character width, Color, Contoured text, Descender, Drop cap, Font, Font style, Hanging indent, Import, Indent, Italic, Justified, Kerning, Leading, Left alignment, Orphan, Outline, Pattern, Print size, Pull quote, Right-aligned, Sans serif, Serif, Shadow, Tabs, Tracking, Typeface, Widow, X-height

CAREER and TECHNICAL SKILLS			ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do			What the Instruction Should Reinforce		
Knowledge	Application		Skill Group	Skill	Description
3.1 Define terminology	3.1.1	Prepare a list of terms with definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
3.2 Identify the characteristics of a font/typeface	3.2.1	Demonstrate various fonts and discuss their characteristics	Foundation	Reading	Draws conclusions from what is read [1.3.12]
	3.2.2	Create different documents using appropriate fonts	Thinking	Reasoning	Evaluates written information for accuracy, appropriateness, and style [1.3.14] Comprehends ideas and concepts related to fonts and their characteristics [4.5.2]
3.3 Identify the parts of a character	3.3.1	Demonstrate font styles	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
	3.3.2	Label character parts from examples	Thinking	Reasoning	Comprehends ideas and concepts related to fonts and their characteristics [4.5.2]
3.4 Discuss types of alignment	3.4.1	Label different types of alignment	Foundation	Reading	Evaluates written information for accuracy, appropriateness, and style [1.3.14]
	3.4.2	Create documents, showing examples of each type of alignment	Thinking	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
				Creative Thinking	Combines ideas or information in a new way [4.1.2]
				Reasoning	Determines which conclusions are correct when given a set of conclusions [4.5.3] Sees relationship between two or more ideas, objects, or situations [4.5.5]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application		Skill Group	Skill	Description
3.5 Identify text features	3.5.1	Apply leading and kerning to an existing document	Foundation	Writing	Applies/Uses technical words and concepts [1.6.4]
	3.5.2	Create documents using the following features: <ul style="list-style-type: none"> • Drop caps • Pull quotes • Bullets • Tabs • Indents • Widow/orphan protection • Contoured text 	Thinking	Creative Thinking	Uses language, style, organization, and format appropriate to subject matter, purpose, and audience [1.6.19] Uses imagination to create something new [4.1.1]
	3.5.3	Apply character width and tracking to an existing document			
3.6 Introduce the use of colors and patterns	3.6.1	Create documents, using colors and patterns	Foundation	Reading	Comprehends written information for main ideas [1.3.7]
				Writing	Composes and creates a document [1.6.8]
			Thinking	Creative Thinking	Uses imagination to create something new [4.1.1] Combines ideas or information in a new way [4.1.2]

Unit 4: Graphics

Hours: 20

Terminology: Animation, Audience handouts, Crop, Custom animation, Electronic presentation, Flip, Mask, Move, Presentation graphics program, Resize, Rotate, Skew, Slides, Speaker's notes, Transitions, Watermark

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application		Skill Group	Skill	Description
4.1 Define terminology	4.1.1	Prepare a list of terms with definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
				Writing	Uses words appropriately [1.6.21]
4.2 Identify graphic formats	4.2.1	Compare/Contrast various graphic file formats	Foundation	Writing	Applies/Uses technical words and concepts [1.6.4]
	4.2.2	Collect various types of graphic formats (.jpg, .tif, etc.)	Thinking	Creative Thinking	Uses imagination to create something new [4.1.1]
	4.2.3	Use graphic conversion software to change image formats			
4.3 Discuss drawing tools	4.3.1	Create a graphic shape, using drawing tools	Foundation	Listening	Follows directions [1.2.6]
	4.3.2	Edit a graphic, using drawing tools	Thinking	Creative Thinking	Creates a new graphic by applying criteria specified [4.1.3]
	4.3.3	Manipulate a graphic, using drawing tools			
4.4 Explain methods to import graphics	4.4.1	Import a graphic file (i.e., clip art, paint and draw programs)	Foundation	Listening	Follows directions [1.2.6]
	4.4.2	Edit and manipulate graphics, using the following features: <ul style="list-style-type: none"> • Rotate • Move • Crop • Flip • Resize • Skew • Mask • Watermark 	Thinking	Creative Thinking	Combines ideas or information in a new way [4.1.2]

CAREER and TECHNICAL SKILLS				ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do				What the Instruction Should Reinforce		
Knowledge		Application		Skill Group	Skill	Description
4.5	Explain how to scan an image	4.5.1	Scan an image, and use the image in a document	Foundation	Listening	Follows directions [1.2.6]
				Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
4.6	Explain how to layer and group graphics	4.6.1	Create documents, using grouped graphics	Foundation	Listening	Follows directions [1.2.6]
		4.6.2	Create documents, using layered graphics	Thinking	Creative Thinking	Creates a new design by applying criteria specified [4.1.3]
4.7	Explain parts and uses of a digital camera	4.7.1	Label basic parts of a digital camera	Foundation	Writing	Applies/Uses technical words and concepts [1.6.4]
		4.7.2	Create a document, using images from a digital camera	Thinking	Creative Thinking	Creates a new design by applying criteria specified [4.1.3]

Unit 5: Additional Publication Features

Hours: 10

Terminology: Brightness, Brochure, Clip art, Column, Contrast, Digital camera, Drawing tools, Graphic, Group, Layer, Line thickness, Newsletter, Page orientation, Paint and draw programs, Paper size, Photograph, Picture wrapping, Resolution, Text wrap

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS				
What the Student Should be Able to Do		What the Instruction Should Reinforce				
Knowledge		Application		Skill Group	Skill	Description
5.1	Define terminology	5.1.1	Prepare a list of terms with definitions	Foundation	Reading	Applies/Understands technical words that pertain to subject [1.3.6]
					Writing	Uses words appropriately [1.6.21]
5.2	Explain page layout for multicolumns	5.2.1	Create a multicolumn publication	Foundation	Listening	Follows directions [1.2.6]
				Thinking	Seeing Things in the Mind's Eye	Visualizes a finished product [4.6.2] Imagines the flow of work activities from narrative descriptions [4.6.4]
5.3	Explain special-sized documents	5.3.1	Create special-sized documents	Foundation	Listening	Follows directions [1.2.6]
				Thinking	Creative Thinking	Uses imagination to create something new [4.1.1]
5.4	Explain picture wrap/text wrap features	5.4.1	Create a document, using text wrap features	Foundation	Listening	Follows directions [1.2.6] Creates a new design by applying criteria specified in instructions [4.1.3]

Glossary

Unit 1: Introduction to Desktop Publishing

1. Copyright-free material – material not covered by copyright laws
2. Copyright laws – the legal right of creative artists or publishers to control the use and reproduction of their original works
3. Default settings – predetermined settings for a document
4. Delete – to remove or score out something that is printed or written; to erase something from a computer file or disk
5. Desktop publishing – using a computer and software program to produce high quality, printed documents that combine text and graphics
6. File name – a set of characters that serves as an identifying title for a computer file that often includes a file extension
7. Hardware – the physical components of a computer
8. Printers – a peripheral output device designed to produce computer-related text or graphics on paper, transparencies, or similar media
9. Printing – producing a hard copy of a document
10. Retrieving – to read data from a storage device and return it to the program or device that requested it
11. Saving – to store a copy of a data file on a storage medium, such as a hard drive or disk
12. Software – computer programs and applications, such as word processing or database packages, that can be run on a particular computer system

Unit 2: Introduction to Layout and Design

1. Audience – the group of people who will be viewing your document or project
2. Thumbnail sketch – a small sketch that shows only the large elements of the page
3. Time frame – the amount of time given to complete a document or project

Unit 3: Text Features

1. Ascender – the part of a lowercase letter (e.g., h, d, or b) that rises above the x-height or body of the letter
2. Baseline – an imaginary horizontal line along which characters run
3. Bold – characters that appear darker than the surrounding text
4. Bullets – large printed dots or symbols that appear in front of items in a printed list
5. Center-aligned – positioned at the same distance from all edges or opposite sides
6. Character – any written or printed letter, number, or symbol
7. Character width – the horizontal distance of a character
8. Color – any combination of the four process colors (CMYK: cyan, magenta, yellow, and black)
9. Contoured text – text that follows an outline in some type of curved or irregular pattern
10. Descender – the tail part of a letter (e.g., y or g) that extends below the baseline
11. Drop cap – the first letter in a story that is enlarged and lowered so the top of the letter is even with the first line of text and the base of the letter drops next to the rest of the paragraph
12. Font – the specific design of a set of characters
13. Font style – the appearance of type (e.g., bold and italics)
14. Hanging indent – the first line of the paragraph extends farther to the left than all the others
15. Import – to read work created by one program in a different program
16. Indent – to start a line or row some distance in from the margin
17. Italic – printed in or using characters that slope to the right
18. Justified – to adjust the lengths of spaces between and within words in text in order to make both the left and right margins align
19. Kerning – the addition or removal of space between individual characters in a piece of typeset text to improve its appearance or alter its fit
20. Leading – vertical space between lines of text

21. Left alignment – to place something in a line or in an orderly spatial relationship on the left side
22. Orphan – occurs when the first line of a paragraph displays by itself at the bottom of a page
23. Outline – to draw a line showing or emphasizing the shape of something
24. Pattern – a design of two or more color combinations
25. Print size – the measurement of the object being printed
26. Pull quote – a short amount of text taken from a document and set aside for the reader to see
27. Right-aligned – to place something in a line or in an orderly spatial relationship on the right side
28. Sans serif – a font that does not have end strokes or feet; used mainly for headlines and large-sized text
29. Serif – a font hat has end strokes or feet; used mainly for body text and small print
30. Shadow – a type style that looks almost three-dimensional
31. Tabs – nonprinting characters used to position text at a specific location within a text block
32. Tracking – to uniformly adjust spacing between selected text
33. Typeface – a set of letter forms, numbers, and symbols unified by a common visual design
34. Widow – occurs when the last line of a paragraph displays by itself at the top of a page
35. X-height – the height of the lowercase letter x in a particular typeface; used as a measure of the height of the main body of all lowercase letters in that typeface

Unit 4: Graphics

1. Animation – use of a computer to create movement on the screen
2. Audience handouts – contain several scaled-down slide images on each page (2, 3, 4, or 6 to a page); often given to the audience during a presentation
3. Crop – removing or concealing unwanted parts of an image
4. Custom animation – controlling the animation process for text and graphic objects (including animation and sound effects), which slides to use, and the order in which objects appear on a slide
5. Electronic presentation – a computer-based multimedia presentation
6. Flip – to turn something over from one side to the other
7. Mask – cropping to a new shape or design
8. Move – to change the position or location of something
9. Presentation graphics program – a tool used to create and edit graphic images
10. Resize – to change the size of something
11. Rotate – to change the position of an object or text by a specific amount of degrees
12. Skew – stretching an object at an angle, giving it an almost distorted appearance
13. Slides – also called *pages* or *screens*
14. Speaker's notes – a page containing a small picture of the slide above a text section that may include a script, comments, or reminders; notes are keyed in directly to the note pane
15. Transitions – the manner in which a slide appears during a slide show
16. Watermark – lightly shaded text or image placed in the background

Unit 5: Additional Publication Features

1. Brightness – the overall percentage of lightness in an image, ranging from very dim to very bright
2. Brochure – a booklet or pamphlet that contains descriptive information or advertising
3. Clip art – graphic images or photographs stored as electronic files
4. Column – one of two or more vertical sections of printed material on a page
5. Contrast – the relationship between light and dark areas of an image
6. Digital camera – records images on some form of electronic media
7. Drawing tools – icons in your software used to create objects, such as rectangles, circles, and polygons
8. Graphic – an electric picture or an illustration
9. Group – allows the user to combine two or more objects to create one larger object
10. Layer – placing one element on top of or below another
11. Line thickness – the thickness of a line in a document
12. Newsletter – a printed report or letter containing news of interest to a particular group
13. Page orientation – the layout of the page, i.e., portrait or landscape
14. Paint and draw programs – used to create freehand drawings
15. Paper size – the overall dimensions of a piece of paper
16. Photograph – an image produced on a light-sensitive film or array inside a camera
17. Picture wrapping – flowing text around a graphic
18. Resolution – print quality measured in dots per inch or pixels
19. Text wrap – flowing text around a graphic object at a specified distance